

ADMINISTRATIVE INTERNAL USE ONLY

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

NO: 21-75

31 July 1975

TO: All Training Officers of the Agency

## RECORDS MANAGEMENT TRAINING PROGRAM

The Office of Training will offer the following series of seminars to assist Agency employees in learning how to manage their component records efficiently. These seminars are for records managers, analysts, secretaries, and others concerned with paperwork procedures. Course descriptions, dates, and deadlines for the courses to be conducted during the remainder of CY 1975 are listed below:

### I. Records Management - Forms Management Seminar (2 days)

This seminar will familiarize students with the Agency Forms Program and the techniques to improve and control the forms required for office operations. Sessions will include forms management principles and procedures as well as forms analysis and design requirements.

<u>Course Dates</u>	<u>Deadline</u>
8-9 September 1975	25 August 1975
1-2 December 1975	24 November 1975

### II. Records Management - Forms Analysis & Design (6 days)

This comprehensive seminar will teach students how to operate a Forms Management Program in their office. In addition, they will learn how to design and analyze forms as an efficient means of collecting, recording, processing and transmitting information. Extensive coverage is given to the development of forms specifications, flow charting, procedures and the application of the survey approach to forms design.

<u>Course Dates</u>	<u>Deadline</u>
9-14 November 1975	22 October 1975

### III. Records Management - Files Systems & Procedures Seminar (1 day)

The participants will be taught: (a) the established standards for file systems, procedures, equipment and supplies; (b) how to review, convert and operate file systems; (c) how

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to select the appropriate type of filing equipment; and (d) how to improve the administration of office files and procedures.

<u>Course Dates</u>	<u>Deadline</u>
10 September 1975	25 August 1975
3 December 1975	24 November 1975

IV. Records Management - Records Disposition I (½ day)

The participants will be taught: (a) how to reduce the volume of records in an authorized and efficient manner; (b) how to conduct a records inventory; (c) how to evaluate records and prepare a schedule for the periodic disposition of records; (d) and how to improve the administration of files disposition.

<u>Course Dates</u>	<u>Deadline</u>
11 September 1975	25 August 1975
4 December 1975	24 November 1975

V. Records Management - Records Disposition II (1 day)

This seminar will: (a) provide the students the opportunity to view the on-site operations of the Agency Records Center and Archives; (b) teach them how to retire records and allow them to view the accessioning, referencing and disposal activities at the center. The participants will be able to see their components' records on the shelves and observe the security controls exercised. (They will also visit the recently established Agency Archives).

<u>Course Dates</u>	<u>Deadline</u>
15 September 1975	25 August 1975
8 December 1975	24 November 1975

VI. Records Management - Records Management Survey (½ day)

This seminar will instruct personnel in the proper techniques to be employed in conducting a Records Management Survey. The students will receive detailed instructions on various methods used in collecting data that is vital to making a successful survey. They will also, through the presentation of actual case studies, see the benefits that have resulted from these surveys.

<u>Course Dates</u>	<u>Deadline</u>
11 September 1975	25 August 1975
4 December 1975	24 November 1975

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The Forms Management and Files Systems and Procedures Seminar will be held from 0900 - 1630 in Room 1A-07 Headquarters Building. Records Disposition I and Records Management Survey will be held from 0900 - 1200 and 1300 - 1600 hours respectively in Room 1A-07 Headquarters. Records Disposition II and the Forms Analysis and Design seminars will be held [REDACTED] Arrangements for transportation for the latter two seminars will be made at time of registration.

Submit Form 73, "Request for Internal Training" to OTR/Registry, Room 936 Chamber of Commerce Building by the deadline date.

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Additional information may be obtained by calling OTR/MATB, extension [REDACTED]